

## Backup and Archiving Project Files on the ECONAU servers

Statistics Denmark does not offer an external backup system.

If you have a set of files you want to **backup**, it can be done as described below. When you have submitted/finished a paper, we encourage you to create such a backup of the last data, code, and results.

If your project is finished and you want it to be inactive for up to 5 years with the possibility of being reopened, you can **archive** a set of files as described below.

### Backup your files

In the root of your project directory, g:\data\workdata\70xxxx, you create the following directory <projectnumber>ARCHIVE\_<your-dsident>\_<current\_date>\_<until\_date>

COPY your files to this directory and when finished, compress the directory. You compress a directory in the Microsoft file explorer, right click on the directory and choose SEND TO COMPRESSED FOLDER.

You may now delete the original files.

Send an email to [datamanager@econ.au.dk](mailto:datamanager@econ.au.dk) with the directory name, and we will make certain that it is not deleted until after the <until\_date>.

### Archive a project

If your project is finished and you want the project to be inactive with the possibility of opening the project for reanalysis within 5 years, you create the following directory in the root of your project directory, g:\data\workdata\70xxxx:

<projectnumber>PAPER\_ARCHIVE\_<your-dsident>\_<current\_date>

COPY your files to this directory, and when finished, compress the directory. You compress a directory in the Microsoft file explorer, right click on the directory and choose SEND TO COMPRESSED FOLDER.

DELETE the original files and directories.

Send an email to [datamanager@econ.au.dk](mailto:datamanager@econ.au.dk) with the directory name, and we will make certain that it is not deleted until after 5 years. If necessary, we will apply Statistics Denmark for an extension of the agreed project period.